



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVINST 1500.64D  
N09N3/NCIS  
24 Feb 2020

OPNAV INSTRUCTION 1500.64D

From: Chief of Naval Operations

Subj: APPLICATION FOR ATTENDANCE AT THE FEDERAL BUREAU OF  
INVESTIGATION NATIONAL ACADEMY

Ref: (a) OPNAVINST 5530.14E  
(b) 34 U.S.C. §10211  
(c) OPNAVINST 6110.1J

Encl: (1) Application and Selection Process  
(2) Sample Application Letter  
(3) Sample Endorsement Letter

1. Purpose

a. To establish Department of the Navy (DON) application and selection procedures for the Federal Bureau of Investigation National Academy (FBINA), as directed in reference (a). This instruction is a complete revision and should be reviewed in its entirety.

b. This revision identifies the ranks that will be eligible to submit a FBINA package as E-9; O-3 to O-6; or GS-13 to GS-15. Applicants' Armed Services Vocational Aptitude Battery (ASVAB) scores are not required.

2. Cancellation. OPNAVINST 1500.64C.

3. Applicability. This instruction applies to all ships and stations, less Marine Corps field addressees, who do not have attached U.S. Navy personnel.

4. Background. Per reference (b), the FBINA offers a 10-week program of advanced professional law enforcement instruction emphasizing leadership development for eligible U.S. Navy law enforcement and security personnel and DON civilians at Quantico, Virginia. Further information about the FBINA can be found at: <https://www.fbi.gov/services/training-academy/national-academy>.

5. Responsibilities. The Naval Criminal Investigative Service (NCIS), Criminal Investigations and Operations Directorate, Policy and Manpower Department (Code 23A3), is responsible for

the administration of U.S. Navy or DON civilian participation at the FBINA. Enclosure (1) contains the application and selection process used by NCIS to conduct this activity. Enclosures (2) and (3) contain samples of the required application and endorsement letters. NCIS Code 23A3 will use NCIS Form 12410/5 Application to Attend FBI National Academy Program to screen applicants to ensure they meet eligibility requirements. NCIS 12410/5 is the required application form associated with this process. In addition to submitting the required letters and form, candidates must meet height, weight, and body fat standards as established by reference (c).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at

<https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NCIS will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. NCIS 12410/5 Application to Attend FBI National Academy Program is available for download from Navy Forms Online (NFOL): <https://forms.documentservices.dla.mil/order/> and on the NCIS Lighthouse forms at <https://intranet.lighthouse.ncis.navy.mil/forms/Pages/default.aspx>.



OMAR R. LOPEZ

Director, Naval Criminal Investigative Service

OPNAVINS 1500.64D  
24 Feb 2020

Release and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>

APPLICATION AND SELECTION PROCESS

1. Eligibility Requirements

- a. Be a U.S. citizen.
- b. Be at least 25 years of age.
- c. Be in excellent physical condition, capable of strenuous exertion and regular participation in the use of firearms, physical training, and defensive tactics, which will be confirmed by a thorough physical examination (submitted when requested by the Federal Bureau of Investigation (FBI)) by a medical doctor of the nominee's choosing and at the nominee's expense.
- d. Meet height, weight, and body fat standards as established by reference (a).
- e. Possess a high school diploma or a high school equivalency certificate. College credits are desired.
- f. Be of outstanding character and reputation, having demonstrated unimpeachable moral conduct and integrity.
- g. Have no conviction by courts-martial or civil courts, or be currently under charges for any violation under Federal, state, or military law (exclusive of minor traffic violations) for the past 10 years. Additionally, be free from non-judicial punishment for the past 5 years.
- h. Be in pay grades E-9; 0-3 to 0-6; or GS-13 to GS-15.
- i. Have a minimum of 10 years of continuous active military or civilian service, with a minimum of 5 years continuous law enforcement or security experience.
- j. Have a minimum of 2 years of obligated Military Service remaining after completion of FBINA course of instruction. A NAVPERS 1070/613 entry reflecting this obligation will be executed upon acceptance of these orders. If civilian, agree in writing, prior to attending, to continue employment with the U.S. Navy or as a DON civilian in a law enforcement or security capacity for a period of 3 years from the date of graduation.
- k. Have genuine interest in law enforcement or security as it pertains to the naval service; a seriousness of purpose; qualities of leadership; the confidence and respect of one's peers; and a demonstrated high potential for outstanding future service to the DON.
- l. Have satisfactorily performed in a supervisory capacity and be assigned, or en route, to a supervisory law enforcement or security billet.

m. Possess the ability to communicate effectively in the English language, both orally and in writing.

n. Possess a secret clearance based on a completed single scope background investigation. No interim clearances will be accepted.

## 2. Application Procedures

a. All U.S. Navy or DON civilian law enforcement personnel (military and civil service) who meet the criteria for attendance and desire to attend the FBINA course of instruction, are to submit application packets containing enclosures (2) and (3) via their chain of command to:

Naval Criminal Investigative Service  
Criminal Investigations and Operations Directorate (ATTN: Code 23A3)  
27130 Telegraph Road  
Quantico, VA 22134

b. Applications will be accepted no earlier than 1 March and no later than 30 March of the calendar year preceding the next FBINA session. Applicants will be considered for the following calendar year class quotas. This will allow NCIS to screen and select attendees, and to program the funding for the next year.

c. Applications will not be held over for consideration for subsequent boards. Those applicants desiring consideration must resubmit an application each year, per this instruction.

d. During the year, should an applicant no longer meet the eligibility requirements, or be brought under investigation, commanding officers will notify NCIS (Code 23A3) of the issue. Code 23A3 will make a recommendation regarding the continued suitability for attendance at the FBINA.

3. Selection Procedures. Selections will be conducted each April by a panel composed of senior military and civilian law enforcement and security professionals. Formal nominations of those selected will be forwarded to the FBINA by Director, NCIS. Final approval to attend the program is dependent upon an FBI background investigation and interview. Once the FBINA invites a U.S. Navy or DON civilian nominee to attend, the command or activity and the member selected will be notified and reporting instructions will be forwarded.

4. Travel and Per Diem. Code 23A3 of NCIS will bear the cost of per diem transportation to and from the FBINA and miscellaneous costs for which the applicant would be entitled to as reimbursement. Rental cars will be authorized for outside the continental United States applicants only. Lodging and meals are provided by the FBINA. Accounting data and directions for monthly claim liquidation processing will be provided as part of the notification package.

SAMPLE APPLICATION LETTER

From: \_\_\_\_\_  
(Rate/Rank/Grade, Name)

To: Director, Naval Criminal Investigative Service

Via: (1) Commanding Officer, \_\_\_\_\_  
(2) Chain of Command

Subj: APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY

Ref: (a) OPNAVINST 1500.64D

Encl: (1) High School diploma or GED equivalency certificate  
(2) Copy of college transcript(s), if applicable  
(3) Application to attend FBI National Academy Program with requisite photograph

1. I hereby apply for attendance at the FBI National Academy and certify that I meet all the criteria stipulated in reference (a).

2. The following pertinent information is provided:

a. My date of birth is \_\_\_\_\_.

b. The highest rate, rank or grade that I have held is \_\_\_\_\_. My present rate, rank, or grade is \_\_\_\_\_.

c. Education

(1) I graduated from high school on \_\_\_\_\_. I satisfactorily completed GED in lieu of, date completed (attach copy of certificate).

(2) List civilian colleges, universities, academies, schools, etc., attended, credits or certificates attained (if any), and dates (attach transcripts or copies of certificates).

(3) Military schools (if none, state so): Class A \_\_\_\_ from \_\_\_\_ to \_\_\_\_ graduated number \_\_\_\_ in a class of \_\_\_\_.

(4) Navy and other correspondence courses completed and dates.

d. Extracurricular activities

e. Military or civilian convictions or charges pending, dates, locations, and dispositions (if applicable). Also list any non-judicial punishment.

f. Duty assignment and job history. Include dates from and to duty stations; rates, ranks or grades held; billets or positions held; and brief descriptions of duties including collateral duties. This history should cover a period of at least 10 years prior to the date of submission of this application.

g. Present duty station, projected rotation date, expiration active obligated service date, and next duty station and billet (if known or applicable).

3. "I, \_\_\_\_\_, if selected for attendance at the FBI National Academy, agree to remain on active duty for a period of 2 years subsequent to graduation from the FBI National Academy." OR "I, \_\_\_\_\_, if selected for attendance at the FBI National Academy, agree to remain in law enforcement for a minimum of 3 years after graduating from the FBI National Academy."

4. Brief statement as to why the applicant seeks nomination to attend the FBI National Academy, including any amplifying information that is relevant to the application.

/s/

FULL NAME MI. LAST NAME

SAMPLE ENDORSEMENT LETTER

Command or Agency Letterhead

1500  
Ser  
DD Mmm YY

FIRST ENDORSEMENT on \_\_\_\_\_ ltr \_\_\_\_\_ of \_\_\_\_\_.

From: Commanding Officer \_\_\_\_\_  
To: Director, Naval Criminal Investigative Service, (ATTN: Code 23A3)  
Via: Chain of Command

Subj: ENDORSEMENT OF APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL  
ACADEMY IN CARE OF \_\_\_\_\_

1. Forwarded, recommending approval or disapproval. (Include justification).
2. Point of contact is rank or title name, telephone number, e-mail address.

/s/  
FULL NAME MI. LAST NAME